

June 2, 2004

MEMORANDUM FOR: AIS Observers

FROM: David C. Potter
Branch Chief, FSB

SUBJECT: Waterproof Field Notebooks

To help in your sampling tasks, we are now providing water proof pocket notebooks for use on deck. Use these notebooks as you feel appropriate to your needs for collecting data while deployed. Please keep in mind that these notebooks are expensive, so should be used efficiently.

Please send each notebook back with your data when it is full or contains five (5) vessel trips. On the front cover, record your name, the trip ID numbers of the trips which the notebook was used, and the dates the trip landed. Each trip within the notebook should be labeled with its corresponding trip ID number.

The notebooks are being collected so that we can get a feel for how observers are using them as to help make improvements in data collection protocols, data quality, and future observer training. It may also be used by the data editors to help clarify any problems with the corresponding data logs that you submit. However, keep in mind that what you record in the notebook will not be critiqued or held against you when the data logs are edited.

Bill Norton will send you a replacement once the notebook is received or you can call him directly at (508) 495-2210 to request a new one.

If you have any questions please contact Matt Weeks, Assistant Training Coordinator, at (508) 495-2027.

Thank you.

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